



## DELAWARE JUDICIARY

### SUPERIOR COURT OF DELAWARE

#### Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting #SC0128K22

#### Investigative Services Officer

Opening Date: 1/28/2022

Closing Date: 2/4/2022

#### Anticipated Vacancy

**Salary:** \$37,064.25 - \$43,605.00 (85% - Midpoint) Pay Grade 11

**Recruiting For:** Superior Court of Delaware

**Location:** Kent County Courthouse, Dover (**Please check this on your application**).

#### Summary Statement:

A class incumbent is responsible for conducting presentence investigations and preparing written recommendations for the sentencing of defendants.

#### Nature and Scope:

A class incumbent reports to a technical supervisor and is responsible for in-depth presentence investigations, with general supervision from an administrative or technical superior. A significant aspect of the work involves obtaining and evaluating information of a sensitive nature and acting as a representative of the court.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

1. Knowledge of human behavior and social, cultural, environmental factors affecting human behavior.
2. Knowledge of interviewing and investigating techniques and procedures.
3. Knowledge of state laws pertaining to criminal offenses.
4. Knowledge of report preparation regarding legal information and procedures.
5. Knowledge of community resources used in rehabilitating deviant behavior.
6. Ability to communicate orally to effectively provide testimony and answer questions before a board or panel.
7. College degree and/or at least two years' experience conducting criminal investigations.

**Preferential Qualification:**

- Preference will be given to applicants with Bachelor's degree in the field of criminal justice or social/behavioral science.

**Conditions of Employment:**

- The Delaware Judicial Branch takes its responsibilities for ensuring a safe workplace while providing an essential public service for those who are required to come into the courthouse seriously. In order to protect the health and safety of its employees and the public, all new hires will need to provide to Human Resources proof of full vaccination against COVID-19 within 30 days of their hire date.
- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at <https://dhr.delaware.gov/benefits>

**Submitting Your Application:** Visit the website at <http://courts.delaware.gov/career/> Click on "apply" next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words "Application Form" in the subject line to: [apps.superior@delaware.gov](mailto:apps.superior@delaware.gov) (Preferred method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:  
Superior Court of Delaware  
Leonard L. Williams Justice Center  
500 N. King Street, Suite 2850  
Wilmington, DE 19801

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer**